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PERSONNEL

The Agency's first Special Retirement Information Seminar will be held in the Auditorium the week of 25 March 1968. It will consist of five two-hour sessions, each devoted to specific subjects. Except for the one-hour session on health, which will be led by Dr. Tietjen, the discussion of each other subject will be by a non-Agency authority on that subject.

Colonel White will open the program on Monday morning. Dr. [] Chief, Retirement Counseling and Placement Staff, OP, will serve as moderator for next week's program.

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Last week individual invitations were extended to 178 prospective calendar year 1968 retirees. In addition to the program for next week's Seminar, each of these individuals was furnished reading material (pamphlets, brochures, etc.) on the subject matter to be covered in the Seminar sessions. This material will not only provide useful background but can stimulate in the individuals' minds questions to be posed during Seminar sessions.

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In our All Employee Bulletin [] dated 13 February 1968), an invitation was extended to employees other than 1968 retirees to attend. Thus far, approximately 100 persons have contacted the Retirement Counseling and Placement Staff in response to this invitation and are, therefore, expected to be present next week. Finally, between 60 and 75 Career Service and administrative office representatives throughout the Agency have been contacted and are expected to attend.